

June 27, 2005

TO: Chief School Administrators
Charter School Lead Persons
Principals
Administrators, State-Approved Private Schools for Students with Disabilities
Education Director, Department of Human Services
Education Director, Department of Corrections
Education Director, Juvenile Justice Commission

FROM: William L. Librera, Ed. D.
Commissioner

SUBJECT: End-of-Cycle Guidance for Teacher Professional Development Initiative

September 1, 2005 will mark the end of the first five-year cycle of New Jersey's initiative requiring professional development for active teaching staff members holding standard instructional and educational services licenses. This date also marks the beginning of the new cycle for those teaching staff members who have been active since September 2000.

A recent study of the initiative conducted by Rutgers University makes clear that most teachers are on track to meet the requirement to accrue 100 hours of professional development within five years. The study has also shown that teachers believe the requirement aids instruction and that at least 40 percent of teachers are engaged in varying amounts of collaborative professional learning. New Jersey has taken a significant step toward enhancing teacher quality through this initiative.

As we near the end of the first five-year cycle for the majority of New Jersey's teachers, the department is receiving questions that raise a number of implementation issues for which this memo will provide guidance to districts. The regulations are clear that it is a district responsibility to monitor teachers' compliance and provide support to enable teachers to accrue a minimum of 100 hours of professional development by September 1, 2005. To clarify our January 25, 2005 memo, teachers have until September 30, 2005 to submit additional documentation to their districts verifying their compliance with the requirement. Attached please find a fact sheet that provides details about implementation issues related to the initiative.

Districts, charter schools and other public agencies providing education services are to provide continuous monitoring, constructive support, and timely intervention using sound and accepted principles of progressive supervision. We expect the vast majority of teachers and educational services personnel to accrue at least 100 hours of professional development by the September 1, 2005 deadline and recognize that many educators have already accrued well beyond 100 professional development hours.

This summer the Office of Academic and Professional Standards will make available a reporting form that will allow the department to gather data and to track compliance across the state. By October 14, 2005, districts, charter schools and other public agencies providing education services will report through the county superintendents using the form the department will provide:

- The names and positions of the instructional and/or educational services staff who have failed to satisfy the professional development requirement;
- A description of the local actions/programs provided to assist and support teachers' efforts to meet the professional development requirement; and
- A description of the local actions taken to address non-compliance for each individual listed as failing to meet the professional development requirement.

Thank you for your cooperation with the effort to implement and assess compliance with the professional development for teachers initiative. If you have questions or need additional information, please contact Jan Niedermaier, coordinator, at 609-943-5397 or by e-mail at hqteachers@doe.state.nj.us.

WLL/RCT/JD/EAS/JN/S:\Alfie\Comm Memo re PD Requirement.doc

Attachment

c: Members, State Board of Education

Dwight Pfennig

J. Michael Rush

Regional Assistant Commissioners

Assistant Commissioners

County Superintendents

Jay Doolan

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NJ LEE Group

Garden State Coalition of Schools

Professional Development for Teachers: Implementation Fact Sheet

All full-time and part-time teaching staff members who have been actively teaching since September 1, 2000 must meet the professional development requirement by September 1, 2005. Full-time teaching staff must accrue a minimum of 100 hours of professional development. Part-time teaching staff must accrue a minimum of 50 hours of professional development. Part-time is defined as one who is employed for the school year, but for less than the full school day or week.

Timelines for teachers who have not been steadily employed since September 1, 2000

Newly hired teachers with a standard certificate – Teachers who hold a standard certificate and who were hired after September 1, 2000 have a full five years during which to satisfy their professional development requirement. Their cycle does not end September 1, 2005. For newly hired teachers who hold a standard certificate, the five-year clock starts from the effective date of their Professional Improvement Plan (PIP).

Provisional teachers – The requirement does *not* apply to first-year teachers who hold provisional certificates (certificate of eligibility or certificate of eligibility with advanced standing) until they earn a standard certificate and have a PIP. **

Teachers with a break in service – The five-year cycle is suspended for the amount of time a teacher has a break in service and is resumed when the teacher returns to active service. If the individual's PIP has expired, the cycle does not resume until a new PIP has been developed. The exception to the suspension during a break occurs if the "option to accrue PD for teachers on leave" outlined below is used.

Option to accrue PD for teachers on leave – Teachers who are on leave for one year or less have the option to continue to accrue professional development hours if: (a) the teacher has a PIP for the school year; (b) the teacher and the supervisor have signed off on the PIP; and (c) the teacher has delineated the potential professional development opportunities. **

Full-time teachers released for local education association responsibilities – Full-time teachers serving as full-time local education association presidents should be considered "teachers on leave" and should follow the procedures for these teachers.**

Requirements for teachers who move between full-time and part-time assignments – Teachers who worked a combination of full time and part time during the five-year cycle will utilize the following formula to calculate their professional development requirement:

$$\frac{(\text{Number of yrs. as part-time teacher} \times 50)}{5} + \frac{(\text{Number of yrs. as full-time teacher} \times 100)}{5} = \# \text{ of required hrs.}$$

For example, a teacher who was employed part time for three years and full time for two years would calculate the requirement as follows: $(3/5 \times 50 = 30) + (2/5 \times 100 = 40) = 70$ total hours.**

** This guidance is also available at <http://www.state.nj.us/njded/profdev/guide/04section3.pdf>